

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Executive Committee Meeting

June 3, 2008

Members Present: Steve Kitchin, Paul Harden, Paul Ouellette, Pat Talin, Ernie Vergano, Mike Cassidy, and Cynthia Farrell.

Staff Present: Nick Ucci, Dottie Miller, Deb Anthes, and Gail DuPont.

Guests Present: Mavis McGetrick, Kathy Partington, Kim Weiss, and Andrew Cortes (Building Futures).

With a quorum present, Chairman Steve Kitchin called the meeting to order at approximately 8:05 A.M. He asked the committee to review the minutes from the previous meeting on May 6, 2008.

VOTE: A motion to accept the minutes as written was made by Paul Harden, seconded by Paul Ouellette and approved unanimously.

CHAIRMAN'S REPORT:

Steve Kitchin referred to an unsigned Letter of Support to Representative Gordon Fox included in the packet. The letter supports House Bill 7319 relating to tort liability for volunteers of state boards and commissions. This bill would add an extra layer of protection and has been reviewed by legal and the executive director

and recommended as a bill that the WPGRI should support.

VOTE: It was recommended by Ernie Vergano for Steve Kitchin to sign and mail the letter on behalf of the Board of Directors. Paul Harden seconded. The recommendation was approved unanimously.

Steve Kitchin announced Treasurer Ernie Vergano will be resigning from the board effective as of July 1, 2008. He thanked Ernie for his common sense, ability and service which this board has relied on as a valuable asset for many years.

Steve Kitchin reported that Acting Executive Director Nick Ucci expressed concern about attending the Workforce Innovations Conference in New Orleans. Nick explained that during this difficult time when staff is being asked to sacrifice so much, it does not set a good example to be spending money on conferences. Steve feels that, in order to move this enterprise forward, the Board needs to discover innovative and creative ways to explore new services for the citizens of this state. Nick and Steve agreed that instead of the original four people, only one Board member and one staff member would attend the conference.

EXECUTIVE DIRECTOR'S REPORT:

Staff Update

Nick announced two staff members, Karen Waters and Arthur Jodoin, have officially announced their retirement effective September 2008. He is trying to get these positions filled as soon as possible. Nick introduced the newest staff member, Deborah Anthes, as Project Manager. Deb has worked at the Department of Education and has a solid foundation in adult education and workforce development.

Letter of Support

Nick referred to a letter in the packet supporting the Senior Community Service Employment Program (SCSEP) which is coming to the RIDLT effective July 1, 2008. Chris Grieco will be overseeing this program.

Audit Updates

Nick mentioned that he received an email from the auditors explaining that the FY06 draft audited financial statement should be completed by the end of June. Nick explained that the auditors are waiting for completed files from FY07.

Board Calendar

Nick asked everyone to review the board and committee calendars for September 2008 through June 2009. Nick inquired if Cynthia Farrell would like to change the time of the Youth Council meetings. She said she would like a chance to discuss any time change with other members before making a decision.

PY07 Budget Update & WIA Plan Modification #3

Nick informed the committee that the budget charts and accompanying WIA Plan modifications reflect all of the rescissions for the year. He explained that the WPGRI lost \$155,136 due to three rescissions from the federal government. He stated previously that a 15% transfer was made between Dislocated Workers and Adults. Nick is recommending for the PY07 budget ending June 30th that no transfer be made and leave the funding as originally allocated by the SWIO. The proposed modification to the plan will revise the Board's expenditure and service level plans.

Nick said he met with the One-Stop staff on April 23rd to discuss obligate training dollars and to express to Center staff why it is so important to get clients into training. He mentioned that within one month they had obligated over 50 ITAs.

VOTE: Pat Talin motions to approve the PY07 Budget. Mike Cassidy seconded. The motion was approved unanimously.

VOTE: Pat Talin motioned to approve the Two-Year WIA Modification. Mike Cassidy second. The motion was approved unanimously.

Contribution to Corporate Employee 401(k) Plan

Nick directed attention to a memo from Janice in the packets for the 401(k) pension plan contribution for 501c3 staff. She has estimated

that the contribution would be approximately \$5,000.00. Nick stated that, with committee approval, this item would be added to the consent agenda for the annual meeting. Steve Kitchin stated that the amount should be stated as: “not more than \$5,000.00.” Paul Harden asked why this issue needs to be a separate vote. Dottie explained that the amount of the contribution can be adjusted each year depending on WPGRI finances.

VOTE: Pat Talin moved to approve the 401(k) plan contribution for not more than \$5,000.00.

Paul Harden seconded. The motion was approved unanimously.

PY08 Estimated Budget Plan

Nick said he prepared budget charts on estimated Youth and Adult & Dislocated Workers budgets for program year 2008 which begins on July 1st. This included programmatic funding, which also detailed the Board’s contract with DLT to provide WIA services at the One Stops, and funding for the 501c3 support staff and expenses. Nick said that he has worked with DLT and proposes to recommend funding of \$500,000 for Adults and \$750,000 for Dislocated Workers to support the One-Stop Centers, with an appropriate increase in total WIA service levels. Nick said that the aim is to serve more clients more efficiently at a lower cost.

VOTE: Mike Cassidy moved to approve the proposed PY08 Estimated Budget as presented. Paul Ouellette seconded. The motion was

approved unanimously.

PY08 Corporate Agreement

Nick said that the Corporate Agreement is based on the PY08 Budget and asks for \$384,745 to cover the corporate staff and expenses. He said that the money is split between WIA funds, JDF Youth funds, and JDF Industry Skills Development Initiative funds. Nick clarified that this is in support of a memorandum of agreement between the Department of Labor and the WPGRI to cover the costs of the 501c3 corporate staff and related expenses.

VOTE: Pat Talin moved to recommend approval to the Board of the PY 2008 Corporate Agreement for \$384,745. Michael Cassidy seconded. The motion was approved unanimously.

PY08 WIA Services Agreement

Nick stated that this agreement is for \$1.25 million of WIA funds from this Board to DLT One-Stop Centers for PY08 and must be in place by July 1, 2008.

VOTE: Pat Talin moved to recommend the Board approve the PY08 WIA Service Agreement as written. Ernie Vergano seconded. The motion passed unanimously.

Reappointment of Youth Council Members

Nick requested a vote to reappoint non-voting Board members to the

Youth Council for a one year term beginning July 1, 2008.

VOTE: Pat Talin made a motion to reappoint members of the Youth Council for another term. Michael Cassidy seconded. The motion was approved unanimously.

COMMITTEE REPORTS:

Before the Strategic Development Committee report, Steve Kitchen recused himself from this portion of the meeting. Vice Chair Paul Ouellette led this part of the meeting.

Strategic Development

Paul Harden reported that five proposals were received for the Industry Skill Development Initiative (ISDI). He explained that the proposals were reviewed by a five member committee, and that four proposals scored above the minimum threshold score. Continuing, he explained that these four proposals were then eligible for a Comprehensive Proposal Narrative Review. After this review, Paul noted that the review panel recommended that two of the proposals be funded by the Providence/Cranston board and two (representing the IT and Marine Trades industries) be funded by the WPGRI.

VOTE: Michael Cassidy motioned to allow WPGRI staff to negotiate funding for up to \$415,000 for ISDI programs with My Turn and Tech Collective. Ernie Vergano seconded. The motion was approved

unanimously.

Paul Harden explained that for the last two years the ITA Cap had been set at \$4,000. The committee looked at the training costs and recommended raising the cap to \$5,500 for PY08. He said that the committee will review this decision in December.

VOTE: Pat Talin moved to recommend to the Board that the ITA cap be raised to \$5,500, to be reviewed in December, effective July 1, 2008. Michael Cassidy seconded. The motion was approved unanimously.

Steve Kitchen rejoined the meeting at this time.

Nick explained a WIA Plan Modification #2 that the Strategic Development Committee voted on and recommended. It is required by the State Workforce Investment Office (SWIO) to update the two-year plan for the JDF youth dollars that the WPGRI has received. He further explained that the plan incorporates the year ending as well as an estimate for next year's JDF allocations.

VOTE: Paul Harden moved to recommend to the Board approval of the WIA two-year plan modification #2. SWIO. Cynthia Farrell seconded. The motion was approved unanimously.

Youth Council

Cynthia Farrell explained that she is still in the learning process and is looking forward to touring a youth center with Carlos and Nick. She said that the council is in an RFP process with proposals due June 13th.

Board Development

Paul Ouellette said Raymond Pingitore has chosen to serve on the Board Development Committee and Allen Durand has chosen to serve on the Strategic Development Committee.

Nick announced that Joe DesRoches will be retiring at the end of the month. Paul Ouellette announced speakers for the Annual Meeting will be Joe MarcAurele, Chair of Governor's Workforce Board and Sandra Powell, Director of DLT. Nick said Dottie has prepared talking points for Joe and will prepare them for committee chairs also. Pat Talin asked if anyone has heard from the Governor's office relating to renewal appointments. Nick said renewal is usually automatic but he will check with the Governor's office.

Quality Assurance

Michael Cassidy stated it is traditional to present awards at the Annual Meeting. He said the committee decided to limit the awards this year. One award will be presented to a One-Stop manager to recognize an employee for Excellence in Leadership. Kathy Partington recommended Marie DesRoches from the Pawtucket netWORKri center and the committee approved. .

Nick asked everyone to refer to handouts documenting WIA Quarterly Performance. He stated that the WPGRI is failing a number of youth measures partially because the denominator numbers are low. He said that these figures do not include WRIS data, and when WRIS is accounted for, all the measures showed improvement. Nick said he hasn't analyzed the projections for the fourth quarter but anticipates some improvement. He continued by referring to the Rolling Fourth Quarter where we are passing all Adult and Dislocated Workers measures and he anticipates that to continue.

NEW BUSINESS

Nick asked everyone to review the enclosed Consent Agenda. Steve Kitchen asked Nick to remove the ITA cap modification from the Consent Agenda. Kim Weiss asked that the PY08 WIA Service Agreement also be removed from the Consent Agenda. Nick said he will list those items separately and email all information to the board for their review prior to the Annual Meeting on June 10, 2008.

Being no further business to come before the committee, Pat Talin moved to adjourn at approximately 9:35 A.M. Ernie Vergano seconded and the motion to adjourn passed unanimously.

Respectfully submitted,

Gail DuPont

Administrative Assistant